

PERSONNEL SUPERVISOR II
JOB ANALYSIS
BACKGROUND INFORMATION

Date of Study: May 6-8, 2002

Collective Bargaining Identification: S01

Job Analysis Conducted By: Mary Sue Bautista, SSM I, Job Analysis Unit
Marian Dilley, SSM I, Job Analysis Unit

Number of Incumbents: There are 0 incumbents in this classification
per Department of Corrections Filled/Vacant
Position Report dated April 21, 2002.

Names of the Subject Matter Expert(s) and their background:

KATHY COPE, STAFF SERVICES MANAGER I, PERSONNEL SERVICES SECTION

Kathy is currently supervising the CDC's Personnel Transactions Unit. She has been in the CDC's Personnel Section for over 10 years.

JANA ADAMS, STAFF SERVICES MANAGER I, CALIPATRIA STATE PRISON

Jana has been with the CDC for over 16 years. She formerly supervised this classification as a Staff Services Manager I for over 5 years.

PERSONNEL SUPERVISOR II INFORMATION GATHERING

The initial list of tasks and knowledges, skills and abilities statements were identified after conducting a literature review which consisted of:

- State Personnel Board Class Specification—Personnel Supervisor II
- Personnel/Payroll Specialist Board Item—Proposed Amendment to the June 19, 2001 Non-Hearing Calendar Item
- Allocation Guide—Personnel Specialist Series
- State of Vermont Class Specification—Payroll/Personnel Technician; Personnel Administrative Specialist IV, AC:General; Personnel Officer
- State of New Jersey Class Specification—Personnel Assistant 3